JOB HAZARD ANALYSIS (JHA) WORKSHEET

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Project Name:	sodium hydroxide chemical spill & Clean up
Project Number:	NMT01
Date:	27/08/2024
JHA Number:	20240530_01
Description of task: Cleaning Kovacs spill	Clean up sodium hydroxide
Prepared by:	**Jesus**
Approved by:	

Risk Assessment Matrix

Determined the risk for each hazard and record in the risk column. Risk is determined by evaluating the LIKELIHOOD of an incident occurring and the CONSEQUENCE if it does. Repeat the process after the control measures have been implemented.

Likelihood (L)	**Consequence (C)**				
	Insignificant	**Minor**	**Moderate**	**Major**	**Catastrophic**
A – (Almost Certain)	**11 HIGH**	**16 HIGH**	**20 EXTREME**	**23 EXTREME**	**25 EXTREME**
B – (Likely)	**7 MODERATE**	**12 HIGH**	**17 HIGH**	**21 EXTREME**	**24 EXTREME**
C – (Possible)	**4 LOW**	**8 MODERATE**	**13 HIGH**	**18 EXTREME**	**22 EXTREME**
D – (Unlikely)	**2 LOW**	**5 LOW**	**9 MODERATE**	**14 HIGH**	**19 EXTREME**
E - (Rare)	**1 LOW**	**3 LOW**	**6 MODERATE**	**10 MODERATE**	**15 HIGH**

RISK LEVEL	**PRIORITY**	**ACTION**
EXTREME	**1**	**CEASE ACTIVITY OR TASK; DETAILED RESEARCH AND PLANNING REQUIRED**
HIGH	**2**	**SENIOR MANAGEMENT ATTENTION; IMMEDIATE CORRECTIVE AND PREVENTATIVE ACTION REQUIRED**
MODERATE	**3**	**MANAGEMENT RESPONSIBILITY ASSIGNED; CORRECTIVE AND PREVENTATIVE ACTION PLAN DEVELOPED**
LOW	**4**	**MANAGED BY ROUTINE SITE PROCEDURES.**

Permits required (tick as required): NoneExcavationHot WorkSite Access
Permit to workElectrical IsolationMechanical IsolationConfined SpaceHigh VoltageAsbestos
Work at HeightScaffold (Scaftag)Lock OutGov AuthorityOther:

Plant and equipment required (if you tick any of the boxes below ensure pre-start/inspection checklists are completed)**:**
Power LeadsPower ToolsHand ToolsAir Operated ToolsCranageForklift
EWPLaddersSlingsBlocks/PullersChains/ShacklesOxy/Acetylene
Welding MachineIntergrated Tool Carrier Water CartScaffoldAccess SystemsOther:

Legal and other requirements *(List relevant regulations and standards)*		**Training/licence/competency requirements** *(list relevant SWI Ref/Training)*		**Hazardous substances/dangerous goods** (*Ensure risk assessment/health surveillance is completed)*
		Chemical spill cleaning training (Precautions for safe handling and storage)	Following SDS information and instructions.	

Step Number	**Job Step** *List the steps required to perform the task in the sequence they are carried out.*	**Potential Hazard/Risk** *List the potential/risk hazards that could cause injury/damage when the task step is performed*	**Required Hazard Control** *For each hazard identified/list the control measures required to eliminate or minimise the risk of the hazard*	**Residual Risk Score**	**Responsibility** *Who will action the controls*
1	Communicate - Alert people in the immediate area. Check yourself for contamination (wearing PPE).	Physical Hazard: (People) Risk: Traffic/collison may occur Slip/Trip/Fall Risk: Trip over scattered spills NAOH chemical spill/vapor Risk: skin irritation	Training provided, can ask for help with someone knows how to clean kovacs spill. Read SDS. Be aware of the surroundings. No rushing. Communicate. Wearing PPE: masks, faceshield, goggles, gloves, labcoat, closed shoes	1L 5L 3L	Analyst Supervisor Analyst Supervisor Analyst Supervisor
2	Control – Remove or shut-off ignition sources.	Ignition equipment Risk: flammable	Shut off all ignition sources. Remove all equipment that are likely to cause flame or	3L	Analyst Supervisor

	Assess the situation such wearing all the necessary PPE to clean the spill.	Kovacs vapor Risk: respiratory irritation	ignition. Seal a valve. Hit emergency stop. Turn off ventilation to avoid the spread of the kovacs vapor.	1L	Analyst Supervisor
3	Contain - Cover the spill and the area around the spill with absorbent material (cloth, fleece). Allow a 20-minute contact period.	NAOH spill spreading Risk: may contact with the skin and other equipment Risk: respiratory irritation	Spill kit material such as berms, sawdust, diatome, sand to prevent the spill from spreading futher. (Follow SDS) Wear PPE: Goggles, masks, gloves, coat, closed boots. Turn off building ventilation.	5L 3L	Analyst Supervisor Analyst Supervisor
4	Clean up – Wipe down any contaminated stationary equipment or furniture with an absorbent material e.g paper. Clean with detergents on the affected area thoroughly. Place in an appropriate containers for disposal. Decontaminate (autoclave or chemical treatment) your reusable clean-up items. Remove PPE and wash your hands with soap.	NaOH liquid spills Risk: Contact with skin or eyes. NaOH vapor Risk: respiratory irritation NaOH spreads Risk: May contaminate other equipment	Wear gloves, coat and water-resistant boots/shoes. Wear masks, faceshield. Ventilate affected area. Clean the affected area with detergent thoroughly. Autoclave or do chemical treatment for the reusable cleaning items. Spill kit material such as berms, sawdust, diatome, sand to prevent the spill from spreading futher. (Follow SDS)	3L 3L 3L	Analyst Supervisor Analyst Supervisor Analyst Supervisor

		Environmental hazards Risk: could kill living organisms/destroy organisms	Wear PPE: Goggles, masks, gloves, coat, closed boots. Dispose to appropriate containers. Discuss or assign with disposal contractor for the correctchemical disposal management.	6L	Analyst Supervisor
5	Report – Inform laboratory personnel when the spill clean-up is complete. Submit a workplace hazard report to refill the spill kit and notify the supervisor. To report to the regulatory authority whether it is medium or large spills, may submit a incident reports.	N/A	N/A	N/A	Analyst

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Additional site specific risk					
The steps which are considered to determine the most appropriate control measures are as follows:		1. **Eliminate** – The complete elimination of the hazard. 2. **Substitute** – Replacing the material or process with a less hazardous one. 3. **Redesign** – Redesign the equipment or work processes. 4. **Separate** – Isolating the hazard by guarding or enclosing it. 5. **Administrative** – Providing controls such as training, procedures etc. 6. **Personal Protective Equipment** – Use properly fitted PPE where other controls are not practical: impact minimisation equipment such as spill cleanup material or dust suppression measures.			

I certify by my signature below, that I have attended, understood, and been given the opportunity to comment on the content of the JHA, and I am aware of the following:

- The risks involved in the work and the control measures required controlling those risks;
- I agree to implement those control measures identified as I perform the work;
- Of my obligation to perform tasks in a safe and appropriate manner; and
- My duty and responsibility to maintain a safe work environment as detailed in the JHA.

Name	**Signature**	**Company/Department**	**Date**
Janilyn Lardera	JL	NMTAFE	7/6/2024